

**Glenview Park District
Finance Committee Meeting of the Whole
Monday, April 12 at 6:00pm
@ Park Services West
655 Zenith Dr.
Glenview, IL 60025
Minutes**

1. Open

Roll Call

The meeting was called to order by Board President Beck at 6:05 pm. and the roll was called.

Commissioners present – Judy Beck, Bill Casey, Mary Jean Coulson, Angie Katsamakidis, Bob Patton, Michael Scholl, Ted Przybylo

Official Staff present–Treasurer William D. Moore, Executive Director/Secretary Charles Balling, Superintendent of Administrative Operations Barbara Cremin, Superintendent of Special Facilities Cheryl Deom, Superintendent of Park Services Fred Gullen, Superintendent of Leisure Services Robert Quill, Manager of Business Systems Nicole Hopkins and Recording Secretary Cheryl Noll.

2. Adjourn to Executive Session Pursuant to 5 ILCS 120/2 et seq. possible topics on Personnel (c1)

The Board immediately entered into an Executive Session to discuss matters related to Personnel. The Board returned to Open session and called to order by Executive Director, Chuck Balling, at 6:25 p.m.

3. Budget Review and Discussion

Executive Director, Chuck Balling and Superintendent of Administrative Operations, Barb Cremin gave an overview of the proposed 2010-2011 budget. Total revenues are \$31,387,758 and total expenses are \$31,758,830. The budget represents the planned use of reserves of \$391,072, primarily for the construction of the Grove Carriage House and Pavilion. The funding from the Tollway Authority for this project was received in a prior fiscal year and is part of The Grove fund balance. This budget also reflects the expenses for the planned takeover of Gallery Park and a corresponding payment from the Village of Glenview to reimburse the District for expenses related to Gallery Park. The Village will continue to reimburse the District for expenses related to Gallery Park through the end of the TIF. The budget proposes filling the previously approved Facility Supervisor position at Park Services and the approved position in the Accounting Department. Two full time positions at the Ice Center and Golf Maintenance are not being filled. The budget also includes a part time sponsorship coordinator position. The tax revenue allocated to some facility operations was increased in this budget to continue to build up cash reserves but this will be the last year for this action. Park Services cash reserves are being accumulated to cover operating expenses until the rollover bonds become available in 2015. Recreation reserves are being accumulated for the potential expansion of the fitness center.

Supt Quill gave an update on the status of negotiations with North Shore University Health Care for the continued lease arrangement at Park Center. At this time, they have agreed with all the issues brought to the table.

Division Superintendents fielded questions pertaining to their areas of responsibility from the Commissioners. Commissioner comments included:

- Give consideration to permeable surface or porous concrete when considering options for the Wagner Farm circular drive. Supt Bob Quill indicated that this would be given consideration when planning for the driveway.
- Requested information on the steps taken to control health insurance costs and whether opt-out incentives have been considered. Supt Cremin responded that staff has discussed options with several brokers, routinely seeks quotes from multiple insurance carriers, has made plan design changes and is seriously considering PDRMA Health as an option for the next renewal in an effort to save costs. Currently, several employees opt out of the insurance plan but no incentives are provided. Opt out incentives will be considered as changes are made to the plan.
- Asked whether the purchase of kitchen appliances was necessary in light of discussions about the future of food service at the District. Supt Quill responded that the appliances at The Grove Carriage House were necessary to provide facilities for the multiple caterers that service the renters at Redfield. Supt Deom indicated that the steamer at The Café is being deferred.
- Inquired whether the allocation for green initiatives using TIF funds is sufficient. Director Balling indicated that green initiatives are included in the various construction project budgets. The amount of green initiatives using TIF funds is in addition to amounts in the project budgets and is expected to be sufficient for the upcoming year.
- Consideration should be given to report costs associated with retirement and social security in either the budgets of the enterprise funds (golf, tennis and ice center operations) or in separate analytical reports so that the profitability measurement of the enterprise funds is more closely aligned with private businesses. Additional discussion took place indicating that the enterprise funds are not operated as enterprise funds in the true sense. Supt Cremin suggested that this topic be referred to the Finance Committee for further discussion and analysis before making changes to future budgeting and reporting processes.
- Inquired about the two separate listings in the capital replacement budget for cardio fitness equipment. Supt Quill researched this issue and reports that additional equipment was added to the capital replacement schedule and it was shown as two separate items instead of an increase to the original amount. This will be combined on the next capital replacement schedule.
- Inquired about the feasibility of using a student intern to maintain the website rather than an outside consultant. Commissioner Scholl responded that maintaining a website requires “living and breathing” the website and significant knowledge of park district programs and activities which is generally beyond the scope of most interns.
- Inquired about the land improvements in the Park Services budget and specifically about the bike park. Supt Gullen responded that the budget was

prepared prior to finalizing the recommendation from the strategic plan and that a significant portion of the land improvements are placeholders for completing strategic planning initiatives for park amenities. The bike park was only mentioned as a potential item since it had been raised previously but there are many potential projects. The specific use of these funds for any major projects will be discussed with the Board prior to moving forward.

- Inquired about the possibility of maintaining Gallery Park using park district staff at a lower cost. Business Manager Nicole Hopkins responded that the low bid for the Gallery Park maintenance contract was substantially below the other bidders. Supt Gullen remarked that based on the amount of the low bid, it would be difficult to lower the costs by doing the work using park district staff. We will have a better understanding of the time and costs to maintain Gallery Park after a year of operation under Park District management.
- Inquired as to whether the decision to offset the negative fund balance in the outdoor pools with recreation fund balance would impact future analysis. Director Balling indicated that both the outdoor pools and recreation share a fund balance and this will not change the overall fund balance. It better reflects the cash reserves in each of the funds for future planning on the use of those reserves.
- Requested a presentation by The Grove Heritage Association at a future Board meeting. Director Balling responded that he will put it on a future agenda.
- Requested additional signage at Schram and explore the possibility of docents to reflect on the history of the naval base.

The Finance Committee as a whole will recommend approval of the 2010-2011 budget of \$31,758,830 at the April Board meeting.

4. Other

None

5. Adjourn

Meeting was adjourned at 9:17 p.m.

ATTEST

Judy Beck
Board President

Charles T. Balling
Board Secretary

Approved this 22nd day of April 2010

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